

MONTHLY REPORT FOR THE CARTOGRAPHY DIVISION

Month of November 1958

A. Summary of Cartographic Production and Accomplishments

1. During the month of November, the Cartography Division accepted requests for 85 maps and charts, 81 for CIA and 4 for the Department of State. Of the Agency requests, 27 were for ORR, 15 by OSI, 10 as CIA contributions to NIS, 1 by ONE, 9 by OCI, 1 by OCR, 12 by DD/P, and 1 by DD/S.

2. During the month the Division completed 115 maps and charts, 113 for the Agency and 2 for the Department of State. Cancellations during the month were 3.

3. The NIS Map Coordinator received 45 new job requests during the month, 13 NIS maps for final printing, 15 NIS maps for color proofing and 17 maps were rerun for D/GL and PIC. A total of 45 jobs were sent by the Coordinator to reproduction during the month, 21 final NIS maps, 15 color proofs and 9 reruns. Receipts from reproduction totaled 42 maps, 19 final NIS maps, 3 color proofs and 20 reruns. Fifty-one map requests remain in the Coordinator's office at the end of November; 12 for final reproduction and 39 for reruns.

4. The total number of maps and charts in the Division at the end of November was 373, distributed among the Branches as follows:

USSR & Satellites	50
Far East & Western Hemisphere	87
Europe-Africa	43
Special Support	32
Development & Construction	161
(Exclusive of Drafting Sec.)	
Total:	373

5. Manhours required by overtime during November amounted to 87; 81 in the Development and Construction Branch (30 of which were by Mrs. Lacey for OTR), and 6 in the Special Support Branch. No overtime was worked by the Compilation Branches.

B. Administrative Problems and Other Activities

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1. [REDACTED] of the Development and Construction Branch resigned during the month to return to the West Coast where he plans to continue his academic work.

2. Mr. Gordon Stine, Chief of the Cartography Division, ACIC, and Mr. Luber, visited the Division on 19 November for the purpose of evaluating the work being done on terrain shadings. Considerable time was spent with

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[REDACTED] discussing mutual problems in this field. The visit of Messrs.

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Stine and Laber was by invitation of [REDACTED] as a return courtesy for the excellent visit he recently had at ACIC.

3. Progress on the city plan map program for the DD/P area was excellent during the month. One plan has been completed, one is in reproduction, one in drafting and three in compilation. Further discussions were held with DD/P personnel and details relative to greater utilization of the bases being prepared were agreed upon.

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5. Overtime work during the month continued the decrease noted in previous months. Every effort is being made to use overtime only for crash programs.

6. New procedural handling of several series of maps such as NIS Summary Chapter I maps, NIS bases, City Plan maps and other miscellaneous series, has been initiated on an experimental basis in the Division. Plans have been worked out among the Branches to set up standard specifications for series maps. In practice this has been working excellently with a gratifying reduction of manhours of work on series maps.

7. The second volume of USSR Glast maps being prepared by color separation process from original Russian maps for [REDACTED] is well along in reproduction. With proper scheduling of the balance of maps to be sent to reproduction, it is anticipated this atlas can be completed by 1 February 1959. 25X1A8a

8. The Chief of the Far East Compilation Branch, 25X1A9a [REDACTED] was on TDY during the past month.

## A. SUMMARY FOR NOVEMBER 1958

Agency	Entered	% of Total Entered	No. Completed	% of Total Completed
CIA:				
DD/I/ORR	27	32%	45	39%
OSI	15	18%	19	16%
NIS	10	12%	28	24%
ONE	7	8%	8	7%
OCT	9	10%	8	7%
PTC	0	0%	1	1%
OCR	0	0%	1	1%
DD/S	1	1%	1	1%
DD/P	12	14%	2	2%
TOTAL CIA:	81	95%	113	98%
State	1	1%	0	0%
State/NIS	3	4%	2	2%

## B. 6 MONTHS SUMMARY

Months	New Maps and Charts Ent'd.	New Maps and Charts Completed	Number of Prints	Reruns Completed	No. of Rerun Prints
November	85	115	50,367	52	40,684
October	147	147	88,124	50	37,707
September	121	90	75,916	37	40,489
August	116	138	91,250	49	33,698
July	84	121	56,505	35	28,952
June	145	134	56,545	21	20,360
TOTALS:	698	745	418,707	244	201,890

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## C. SERVICE AND REPRODUCTION PROCESSING DURING PAST 6 MONTHS

Months	Number of Completed X-Jobs	Manhours Required X-Jobs	* Number of Processing Jobs	Number of Items
November	7	11	105	30,688
October	3	15	96	10,587
September	5	25	110	32,406
August	8	22	118	35,534
July	7	41	132	35,887
June	6	66	121	61,772
TOTALS:	36	180	682	206,874

\* Except for final maps and reruns

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## D. MAPS AND GRAPHS COMPLETED IN PAST 6 MONTHS

Agency	June	July	August	September	October	November
CIA	107	107	101	108	112	85
CIA/NIS	20	9	26	15	29	28
State	6	3	4	4	6	0
State/NIS	1	2	7	6	0	2
Other	0	0	0	0	0	0
TOTALS:	134	121	136	133	147	115

## E. SUMMARY OF WORK LOAD, MAPS AND CHARTS, AS OF 1 DECEMBER 1958 - Does Not Include Service Jobs

STATUS	GC/S	GC/T	GC/E	GC/C *	GC/X	TOTALS
In Reproduction	10	2	5	11	8	36
In Proof	4	9	7	35	1	56
In Check	10	8	1	20	7	46
In Drafting	5	40	9	95	8	157
In Compilation	21	28	21	0	8	78
TOTALS:	50	87	43	161	32	373

\* Excludes jobs assigned to drafting section from Compilation branches.